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# Justice Bulletin

Montana Board of Crime Control

Website [mbcc.mt.gov](http://mbcc.mt.gov)

*A Publication of the Montana Board of Crime Control 3075 North Montana, PO Box 201408 Helena, MT 59620  
(406) 444-3604 FAX (406) 444-4722 TTY (406) 444-7099*

Request for Proposals (RFP)

**#08-12 (W) - STOP Violence Against Women Act (VAWA) Funds**

**Proposal Deadline: August 8, 2008**

**Project Dates: October 1, 2008 to June 30, 2009**

## I. Introduction

The Montana Board of Crime Control (MBCC) is soliciting proposals for funding to implement the STOP Violence Against Women Act in Montana. Funding available under this RFP is \$18,445.00. The purpose of the act is to promote a coordinated, multi-disciplinary approach to improving the criminal justice system's response to violence against women. It envisions a partnership among law enforcement, prosecution, courts and victim advocacy organizations to enhance victim safety and hold offenders accountable for their crimes of violence against women. A committee representing judges, prosecutors, law enforcement and victim service projects was appointed by the Board to establish priorities for initiatives to be funded from this source. Eligibility is limited to programs that currently are not receiving STOP funds from MBCC. Please pay particular attention to **Section IX. Special Requirements.**

## II. Purpose of Funds

Congress has approved fourteen specific purpose areas under which these federal funds, administered through the federal Office of Justice Programs, can be used. The areas from which applications will be accepted by MBCC are described within this document. MBCC will accept applications that fall within any of the Purpose Areas; however, priority will be given to those areas that are preceded with a checkmark.

**Applicants must identify (by number) which Purpose Area is being addressed in their request for funding.** Call MBCC staff if you have questions about this requirement.

Congress has prescribed a distribution of funds in order to fulfill the mission of the STOP Violence Against Women Act. Each state must allocate 25% to law enforcement, 25% to prosecution, 30% to nonprofit victim services and 5% to court programs. Ten percent of the non-profit allocation will be allocated to culturally specific program(s). The remaining 15% is discretionary and can be allocated to any project that meets the general requirements of the act.

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## **III. Eligibility**

Agencies eligible to apply for these funds must be units of local government, tribal governments, state agencies, or private non-profit agencies that currently are not receiving STOP funds from MBCC. **Private non-profit agencies must document their nonprofit status.** Indian tribal governments may apply directly to the Office of Justice Programs for discretionary grants from special funds set-aside for Indian Country. Tribal governments may also apply for the state formula grant funds.

## **IV. Late Applications**

Applications that are submitted past the due date will not be considered.

## **V. Match**

All public agencies must provide at least a 25 % in-kind (soft) or hard cash match. Non-profit programs are not required to provide match, however, providing match does demonstrate local commitment.

**Note:** *The budget sheet must include the required match as a percentage of the **total project budget**. Specifics of the match (amount and source {in-kind or hard cash}) must be clearly identified on **both** the Budget Sheet and Budget Narrative in the application.* Projects must document the basis for determining the value of in-kind match. All match funds must be expended within the grant period and are restricted to the same uses allowed under the grant funds.

## **VI. Funding Period**

October 1, 2008 to June 30, 2009.

## **VII. Limitations of Fund Use**

Review this list carefully. If you have questions, call MBCC prior to submitting your proposal.

1. Purchase of equipment must be integral and necessary for the project.
2. Construction, in general, is prohibited.
3. Land acquisition is prohibited.
4. Supplanting is prohibited.

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5. Consultant costs must follow the applicable federal grant guidelines, Office of Management and Budget Cost Principles A-122, A-87 or A-21, and state policy.
6. State rates are to be used for calculating mileage, per diem, and lodging.
7. Indirect costs are not allowable.
8. Pre-agreement costs are not allowable.
9. Rental costs are limited to the fair market value for similar facilities in your locality.
10. General salaries and personnel costs are allowable; overtime cannot exceed 10 percent of the personnel budget.
11. Funds may not be expended or obligated prior to October 1, 2008.
12. Purchase or lease of vehicles is not permitted. Mileage will be allowed at the current approved state rate.
13. If your agency receives less than \$500,000 per year in total federal assistance, you will not be required to arrange for an audit and may not charge audit costs to your grant. (**Note:** *Agencies receiving \$500,000/yr or more in total federal assistance will be required to have an audit performed in accordance with federal circular A-133. Costs for such an audit should be charged proportionately to all programs being audited.*)
14. Education and awareness campaigns are not allowable under the STOP Violence Against Women Grant Program. Outreach is allowable and means communicating what services the grant project provides to the public.

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## **VIII. Application Requirement**

All successful applicants for grant award funds from MBCC must agree to submit quarterly narrative, data, and financial reports in the prescribed format according to MBCC time frames.

## **IX. Special Requirements**

Applications will be accepted only through MBCC's Online Subgrant Application System (OSAS). Visit our web site at [mbcc.mt.gov](http://mbcc.mt.gov) and click on the grants link on the green header to access instructions and to register. The majority of the application can be submitted online, however, the following **MUST BE MAILED**: proof of non-profit status if applicable, signature page, letters of support, the Resource Disclosure Form, position descriptions for any personnel that will be paid with grant funds and a letter declaring consultation with local victim service programs (for governmental and tribal applicants only).

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## **NEW REQUIREMENT**

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For governmental or tribal applicants, a letter must be mailed to MBCC stating that consultation with local victim service programs has taken place during the development of this grant application to ensure that proposed services, activities and equipment acquisitions are designed to promote the safety, confidentiality and economic independence of victims of domestic violence, sexual assault, stalking and dating violence.

## **X. Selection Process**

The Victims Committee of the Board will review proposals during August. Their recommendations will be provided to each applicant at least 15 days prior to the September 25 meeting of the Board. General selection criteria can be found on MBCC's website.

## **XI. Appeals & Awards**

Applicants may appeal the recommendation of the Victims Committee if there is *substantive* reason to do so. Notice of appeal must be made in writing to the Executive Director of the Board of Crime Control at least 10 days prior to the September 25 Board meeting. Awards will be finalized by the full Board at this time.

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### **XII. Uniform Crime Reporting**

*If the grant is for a law enforcement agency*, the law enforcement agency must be reporting Uniform Crime Data to the Board of Crime Control. The crime data must be compliant with the Montana Incident Based Reporting (MTIBR) standards and policy. If an agency is not yet compliant and has plans to become compliant, they may submit a Memorandum of Understanding (MOU) and the Board will decide if the MOU would justify a waiver until the agency becomes compliant. Contact staff if you are unsure of your status. For more information, please contact Jimmy Steyee at (406) 444-4298 [jsteyee@mt.gov](mailto:jsteyee@mt.gov).

### **Authorized Purpose Areas**

Grants under this program may be used for the following fourteen (14) purpose areas. The STOP Violence Against Women Committee appointed by MBCC representing law enforcement, prosecution, non-profit victim services and statewide coalition has recommended that priority be given to those proposals addressing the purpose areas marked with a check. **Below the list of purpose areas is a list of the type of projects that will be given priority based on the recommendations of the Committee:**

- ✓ 1. Training law enforcement officers and prosecutors to identify and respond more effectively to domestic violence, dating violence, **sexual assault** and stalking.
- 2. Developing, training, or expanding specialized units of law enforcement officers and prosecutors that target violence against women.
- 3. Developing and implementing police and prosecution policies protocols, orders, and services specifically dedicated to preventing, identifying, and responding to violent crimes against women.
- ✓ 4. Developing, installing, or expanding data collection and communication systems to identify and track arrests, protection orders, violations of protection orders, prosecutions, and convictions for violent crimes against women.
- ✓ 5. Developing, enlarging, or strengthening victim services programs for victims of domestic violence, dating violence, sexual assault, and stalking; developing or improving delivery of victim services to racial, cultural, ethnic, and language minorities and other underserved populations; providing specialized domestic violence advocates in courts where a significant number of protection orders are granted; increasing reporting and reducing attrition rates for cases involving violent crimes against women.
- 6. Developing, enlarging, or strengthening programs to address stalking.
- 7. Developing or strengthening programs to assist Indian Tribes in addressing violent crimes against women.
- 8. Supporting formal and informal statewide, multidisciplinary efforts to coordinate

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the response of law enforcement, prosecution, courts, victim services to sexual assault, domestic violence, dating violence, and stalking.

- ✓ 9. Training sexual assault forensic medical personnel examiners.
- 10. Developing, enlarging, or strengthening programs to assist law enforcement, prosecutors, courts, and victim services to address and recognize the needs and circumstances of older and disabled individuals who are victims of domestic violence and sexual assault.
- 9. Providing assistance to victims of domestic violence and sexual assault in immigration matters.
- 10. Maintaining core victim services and criminal justice initiatives while supporting complementary new initiatives and emergency services for victims and their families.
- 11. Special victim assistants in law enforcement agencies to serve as liaisons between victims and law enforcement in order to improve the enforcement of protection orders.
- 12. Improving responses to police-perpetrated domestic violence.

### **Priority project activities under purpose area 1:**

- Competitive proposals for training of judges, prosecutors and law enforcement will be accepted from those organizations currently responsible for training these groups.

### **Priority project activities under purpose area 5:**

- Increased access to local victim service providers.
- Developing or strengthening victim services programs, particularly domestic violence, sexual assault, dating violence and stalking programs.

### **Priority project activities under purpose area 9:**

- Training for Indian Health Services and health care providers on reservations on the use of the colposcope and gathering forensic evidence.

## **XII. Application Procedures**

Applications will now be accepted only through MBCC's Online Subgrant Application System (OSAS).

1. Go to [www.mbcc.mt.gov](http://www.mbcc.mt.gov).
2. Click on the grants link on the green header to access instructions and to register.
3. Register as a new user if you are a first-time user of the online application system. Allow 5 business days for MBCC staff to activate your new user information.

The majority of the application can be submitted online; however, some documents must still be mailed. Your application will be considered complete only if the online application is submitted and the mailed documents are postmarked by the deadline. The following parts of your application must still be mailed:

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- Signature page
- Proof of non-profit status (if applicable)
- Resource Disclosure Form (access under the RFP section online)
- Documentation of consultation with local victim service programs (governmental and Tribal applicants)
- Letter(s) of support
- Position descriptions

**Who to Call for Assistance:** Please call our front office at 444-3604 and speak with Kristel Matchett or Casey Richards if you need assistance with online registration or submission of the online application. If you need additional assistance in the preparation of the application, or if you have financial questions, please contact the following staff:

<b><u>Fiscal Staff</u></b>	<b><u>Phone</u></b>	<b><u>Program Staff</u></b>	<b><u>Phone</u></b>
Conrad Eklund	444-2077	Lisa Riedlinger	444-1995

**Application Check List:** Please refer to this checklist before submitting your application.

- |                                                                                            |                                   |
|--------------------------------------------------------------------------------------------|-----------------------------------|
| <input type="checkbox"/> Face Sheet                                                        | online                            |
| <input type="checkbox"/> Project Budget                                                    | online                            |
| <input type="checkbox"/> Budget Narrative                                                  | online                            |
| <input type="checkbox"/> Project Narrative (including executive summary)                   | online                            |
| <input type="checkbox"/> Special Assurances and Conditions                                 | online                            |
| <input type="checkbox"/> Position Descriptions                                             | mail                              |
| <input type="checkbox"/> <b>Resource Disclosure Form</b>                                   | mail                              |
| <input type="checkbox"/> Non-Profit Status                                                 | mail                              |
| <input type="checkbox"/> Signature Page                                                    | online <b>AND</b> mailed original |
| <input type="checkbox"/> Letters of Support                                                | mail                              |
| <input type="checkbox"/> <b>Letter of collaboration with local victim service programs</b> | mail                              |

Mailed documents should be sent to the following address:

Montana Board of Crime Control  
3075 North Montana  
PO Box 201408  
Helena, MT 59620-1408

**Deadline:** Applications for RFP #08-12 (W) must be submitted online with additional documentation mailed to MBCC and postmarked by August 8, 2008, at 5:00 p.m. Applicants may choose to use certified mail to guarantee receipt.

Applicants are strongly advised to adhere closely to all deadlines and requirements. The inability to abide by deadlines is considered to be a significant reason to recommend denial of the application.

**Receipt Verification:** All applicants will be informed in writing that their application has been received and will be assigned a grant number and an MBCC contact person.

***Alternative accessible formats of this document will be provided upon request. Persons with disabilities who require this material in another format in order to participate in the Request for Proposal process should contact MBCC, 3075 N. Montana, PO Box 201408 Helena, MT 59620-1408. Phone (406) 444-3604 FAX (406) 444-4722 TTY (406) 444-7099.***